

Incomplete Grade Contract



Oklahoma State University – Oklahoma City
Office of the Registrar
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Incomplete Contract is due at the time an "I" is assigned. Complete form and return to the Registrar's Office with all signatures. Upon satisfactory completion of the coursework, instructor will submit a Grade Change form to the Registrar's Office with the earned grade.

General Information: The request for an "I" grade is initiated by the student and may be granted to eligible student at the discretion of the instructor. The incomplete grade is considered temporary with a maximum time period of one academic year. Instructors may shorten the length of time allowed for a student to complete work at his or her discretion. The choice to award a grade of "I" is solely at the discretion of the instructor of record and not required by the institution.

In order to be considered for an "I" grade, a student must:

- have completed a minimum of 70% of the course material with a passing grade;
- have been unavoidably prevented from completing the remaining material.

Default Course Grade: If the terms of the Incomplete Contract are not completed when the time period expires, the grade of "I" on the student's transcript will be changed permanently to the default grade on the contract. The default grade is the grade the student would earn if he or she completed no additional points in the class.

For example: *Default Grade = (points/percentage already earned + zero additional points/percentage) / total points/percentage available*

Student Information:

Student Name

Student ID (CWID)

Semester & Year of Course

Course Subject/Number Section

Deadline for completion of coursework (max. 1 year)

Course Title

Default Course Grade: _____ (see above for definition)

Coursework to be completed (be specific - list assignments, exams, projects, etc.):

Instructor Signature

Date

I have read this Incomplete Grade Contract and understand the conditions stated above. I further understand that if I am receiving financial aid, veteran's or scholarship benefits, it is my responsibility to determine how this agreement affects my benefits.

Student Signature*

Date

**student signature may include a written signature or an email from the student's OKSTATE email account acknowledging receipt of the contract.*

For Record's use only:

processed by:

date:

notes: